

## Information Technology Advisory Board

OCTOBER 22, 1997  
MEETING MINUTES

### ATTENDEES:

Lew Davison, Chairman	E. John Alberts	Meryl Atterberry
Joyce Backes	John Bax	Jon Beck
Mike Benzen	Roger Bisges	Matt Blotevogel
Larry Bonnot	Jan Grecian	George Hagedorn
Russell Helm	Gina Hodge	Rita Kerperin
Jim Latteman	Don Lloyd	George Marshall
Chris Mertens	John Mullen	Rex Peterson
Richard Pierce	Randy Rippee	Jim Roggero
Betty Rottmann	Jim Schutt	Larry Seneker
Don Slinkard	Tom Snodgrass	John Stephenson
Bruce Vieweg	Mike Wankum	Debbie Wells
Tony Wening	Gerry Wethington	Rise' Williamson

### OPENING REMARKS

Lew Davison, Chairman, called the ITAB meeting to order at 8:30 a.m. on October 22, 1997 in the Interpretive Center of the Secretary of State's Office. He welcomed everyone to the meeting and mentioned a few changes have been made in the agenda to accommodate schedules.

### APPROVAL OF MINUTES

1. Approval of the September 24, 1997, Information Technology Advisory Board Meeting Minutes Lew asked for additions, deletions or corrections to the September 24, 1997 ITAB meeting minutes. Gerry Wethington made a motion, seconded by Bruce Vieweg, that the minutes be approved as written. The motion was unanimously approved.

ACTION REQUIRED: None.

### GENERAL BUSINESS

#### 1. CIO Update (Mike Benzen)

Mike reported as follows:

a. Electronic Commerce - Mike mentioned tomorrow "Thursdays at 10:00" presentation will be on Electronic Commerce. He urged the managers to try to attend that session.

b. ITAB Planning Board - Mike indicated at the last Planning Board meeting it was decided to collect additional information on employee turnover. He has received the information from most of the agencies, with the exception of five, and urged them to furnish it as quickly as possible. Once it is received and the information analyzed, another Planning Board meeting will be scheduled.

c. Mike distributed a copy of the section on Computer Consulting out of the State Auditor's report of the Department of Transportation. This is for your information and to alert you to what the auditors are looking for when they audit your agency.

d. DST - Mike polled the agencies present on the number of personnel lost to DST. It appeared that at least 16 thus far have accepted positions. The second phase has now started and additional offers will be extended.

e. Personnel Study - Mike mentioned he has copies of the preliminary personnel study information. If anyone did not receive a copy, he has additional copies that may be picked up today.

**ACTION REQUIRED:** Reminder - Electronic Commerce presentation at 10:00 on Thursday. Return Personnel information to Mike as soon as possible.

Remaining informational.

## 2. SAM II Update (Jim Schutt)

Jim gave a brief history and status report of the SAM II project which will replace our existing financial, budget, purchasing and payroll systems. The SAM II Steering Committee is composed of representatives from each agency at the Deputy Director or Chief Financial Officer level. The intent is to purchase the software without making any modifications. He distributed a copy of the Executive Summary and further elaborated on it. He gave special emphasis to the Technical Architecture portion. He then distributed a copy of the Contingency Plan Summary which will be discussed at the Steering Committee meeting tomorrow. ITAB members were encouraged to work through their Steering Committee members on any concerns they may have on the SAM II project. The Committee suggested inviting the contractor, American Management Systems (AMS), to a future ITAB meeting to discuss the electronic commerce portion. The project is being done in phases and depending on which Contingency Plan is selected, there will be some time slippage, however, the overall project implementation date will remain the same.

**ACTION REQUIRED:** Request AMS to attend a future ITAB Meeting.

Remaining informational .

## 3. Software Standard (Chris Wilkerson)

John Bax briefly reported on the meeting held at the Rickman Center last month. It was facilitated by Dean Meyer. The Software Standards committee has not had opportunity to meet since that time. They will be scheduling a meeting in the near future.

Lew mentioned the Standards committee will develop a statewide architectural framework to present to the ITAB group and then continue to work on several issues under this group's direction for highly beneficial activities in standards.

The question was raised if anyone was planning to attend Dean Meyer's seminar. John indicated he thought Chris Wilkerson is considering attending. Several

others departments have indicated they would like to attend, but plans were not definite at this time.

**ACTION REQUIRED:** Software Standards Committee will develop architectural framework for presentation to the ITAB Committee.

#### 4. Year 2000 (Dave Schroeder)

Mike reported they have been developing a format for reporting. It will be placed on the Web site and used as a tracking mechanism. He indicated the consultant, Anderson Consulting, is having tremendous problems in obtaining access to all the information needed to fulfill their contract and this will soon begin to slow their progress. He asked the agencies to try to work \ with them to grant access when and where needed. He also urged the agencies to try to provide information to them as they request it - not wait several weeks. Pilots are going well.

Mike also reported he will be attending a Conference in Pittsburgh sponsored by NASIRE. All states and numerous federal agencies will be represented. The issue to be discussed will be exchange of data with the feds - what and when are we going test, who is the person to contact.

Lew reported we are not part of the Anderson contract, but are about 80% completed with our administrative programs and half of the way completed with our engineering programs.

Should have the entire project complete in 1998. Mental Health reported they are 20% completed and DOLIR is 29% complete with the total effort.

**ACTION REQUIRED:** None - informational.

#### 5. Data Center Consolidation (Gerry Wethington)

Gerry reported the Highway Patrol and DOLIR consolidation with the State Data Center was postponed pending resolution of the BTAM problems and testing the CNT boxes. An additional cost is being incurred that Gerry feels should be passed on to CNT since it is their problem. Mike and Gerry will discuss this further at a later time. A possible date for con-solidation, if the problems are resolved, is November 3-4. The Management Control Agreement and Service Level Agreement should be signed within the next week or 10 days.

The Department of Labor and Industrial Relations signed their agreements yesterday.

No date is set for the next Steering Committee meeting.

**ACTION REQUIRED:** Highway Patrol will sign Management Control Agreements and Service Level Agreements within the next ten days. Possible Patrol/Labor consolidation with State Data Center on Nov. 3-4.

#### 6. Prime Vendor (Larry Seneker)

Larry reported they have not held their monthly meeting with Prime Vendor as yet this month.

He has nothing further to report.

Mike mentioned that Prime Vendor has brought in a configuration on the Web site for the IBM, Hewlett Packard, and Compaq machines to help configure machines and give a price.

This seems to be working well. A meeting is scheduled with Dell to request that they feed their information into it. They will also be setting up a meeting with Gateway to request that they too feed their information into the Web site. End result is to try to get all our vendors on this same page.

Betty Rottmann offered a compliment to GE Capitol for their assistance and support of a joint project with IBM, Microsoft and Epson in DESE.

ACTION REQUIRED: Informational - none.

7. Help Desk Report (Betty Rottmann)

Betty reported she doesn't have statistical information on the Help Desk for DESE. In checking the information provided, she found that they combined DESE's information with that of the Department of Corrections. She returned the material and has not received the revised figures as of yet. When this is received she will report on it at a future date. She does not feel this may be extremely accurate since most of their people have undergone extensive training and have not needed the help that would be required when upgrades are added to the system.

ACTION REQUIRED: Informational - none.

8. Cool BIZ /Cool DAT (Betty Rottmann)

Betty reported a memo was sent out inviting each committee member to a demonstration on the Cool Biz/Cool DAT last week. There was limited attendance at this demo. She has a copy of the software and has copies of brochures/packets on business modeling available at her office. If anyone is interested send her an E-mail.

ACTION REQUIRED: Informational - none.

9. Classification Subcommittee Proposal (Joyce Backes)

Joyce reported she sent a memorandum to each member of ITAB enclosing a copy of the proposed IT classifications that have been developed with the request that we discuss them at this meeting. She is hopeful of obtaining approval of the Computer Trainee classification.

She introduced Larry Bonnot, Chairman of the IT Classification Review Subcommittee, and John Bax, a member of the Subcommittee. John indicated their Subcommittee has representation from both merit as well as non-merit agencies as well as several people from the OA Personnel Division. He gave an overview of the goals and objectives of the group and outlined proposed solutions. He then presented a proposed career ladder which would combine 19 merit job classifications into 9 classifications. It also would allow an individual who has an interest and aptitude in computers to begin as a Computer Information Tech-nologist Trainee and advance either up through the technical positions or move up and branch over to the other side of the ladder into supervisory positions. The Committee is seeking:

- 1) Approval to submit the Trainee classification to the Personnel Advisory Board for approval to add it as a new classification to the Missouri Uniform Classification and Pay System. .

- 2) Establish career ladders, create dual career paths and create a liaison relationship with the state personnel system and ITAB.

If approval is obtained today, a letter would be prepared from the Chairman and sent to the Personnel Advisory Board requesting permission to place this item on the Board's meeting agenda. Dena Brand would make the presentation to the Advisory Board. It could be presented at the November meeting and, if approved, be in place by January. Jim Roggero moved to sanction the committees report. This was seconded by Matt Blotevogel and approved by the ITAB.

They are also in the process of trying to develop a plan for replacement of the existing classifications with the new classifications. They are open to any comments on the I, II and III classifications. The initial comments have been incorporated into the present draft. They presently have need to draft specifications for the Computer Information Technologist Specialists I, II, and III and the supervisory classifications.

Joyce also mentioned if the Trainee position is approved, we will be working with the Information Technology Coalition to get people on Board and then put them through Fasttrack training. She mentioned there is tremendous interest shown by a number of the local universities and colleges to help with development and implementation of the Fasttrack training.

Central Missouri State has also expressed interested in assisting. GTE has expressed an interest in helping to defray some of the costs. OA will assist in administering an aptitude test, etc. however, it will not be the deciding factor to get on the Personnel register.

The Board also discussed education contracts and retention of employees once money has been invested to train them. There is a statewide policy on this but not too many departments are enforcing it and other department have their own education policies. Several provided examples of recent court cases whereby the employee was ordered to payback the agency for the education costs since they did not meet their commitment.

The ITAB group thanked the Subcommittee for all their work in developing the career ladder and job specifications, as well as, the presentation today.

**ACTION REQUIRED:** Approved submission of Computer Trainee position to Personnel Advisory Board. Committee accepting comments of Computer Information Technologists I, II and III. Lew will work with Subcommittee on letter to Personnel Advisory Committee.

#### 10. Personnel Committee (Joyce Backes)

Joyce reported the video is nearing completion. It should be ready in November and will target young people in the High School age group.

**ACTION REQUIRED:** None - informational.

#### 11. Information Technology Education Advisory Committee (Jim Roggero)

Jim reported the Advisory Committee met yesterday There are four areas they have been looking at and used yesterday as a regrouping session.

1. Training Room for our present training needs.
2. Long term training facility for the state.
3. Training issues that the agencies are foreseeing i.e. Fasttrack, etc.
4. Coordination - need to have a coordinator to help schedule shared training so several agencies could jointly bring in a trainer, etc. and share the costs. This would be a cost savings to the agencies since each would not have to contract for training separately.

Of these, Jim indicated, #4 has moved to the top of the list since OA will be no longer providing this service. This was discussed and they came up with four suggestions:

1. Allow Committee to do oversight.
2. Give to OIT office.
3. Hire third party to do - contract it out.
4. Go back to OA and ask for support.

Committee will review further and provide a recommendation which may be one of these or a combination of several or even a totally different one. The Committee will also be making a recommendation in the near future on a training facility.

ACTION REQUIRED: None - informational

12. Internet/MOREnet (Bill Mitchell)

Tony report the hub between Jefferson City and Columbia will be placed in operation next Sunday. He mentioned this is the first DS3 that Southwestern Bell and GTE placed in operation. So it was a learning experience for all. They have also been working to bring in 340 T1 lines to the schools in a very tight timeframe, so this has been a very large undertaking.

ACTION REQUIRED: None - informational.

13. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

Larry mentioned he is looking at SAS client contracts. He asked how many agencies are using SAS He will be checking to see if these could be combined into a single statewide contract to get a better price. However, SAS prefers individual contracts. It will remain as is this contract period and he will probably work on this for next year.

ACTION REQUIRED: None - informational.

14. Network Consolidation Study (Mike Benzen)

Mike mentioned the Network Consolidation Study report has been distributed. The next step will be to schedule a meeting and draft specifications for the next contract which will address network architecture.

ACTION REQUIRED: Mike will schedule meeting to draft specs for next phase.

15. Internet Working Technology Group (John Stephenson)

John reported the Internet Working Technology Group met yesterday. They have begun working on the new areas assigned at the last ITAB meeting.

ACTIONS REQUIRED: Group will continue working on 10.addressing, etc.

REPORT ON PLANNED/ACTIVE BIDS

Bruce mentioned Mental Health is looking to replace all their facility systems with commercial systems . That is all the inpatient facilities across the state.

Gerry Wethington mentioned contracts have been awarded for the mobile computing devices and computer aided dispatching. It is an integrator bid and was awarded to IBM as the integrator.

It is a statewide contract and anyone can purchase off it. The entire package for one vehicle could amount to \$11,000 per patrol vehicle.

Joyce reported BDM had a contract with Social Services, but after welfare reform and all the changes to the system, Social Services made a decision to not renew the contract . Beginning October 31 the state will manage the project on their own.

#### REVIEW OF ACTION ITEMS

Larry will send out material for the Annual Report.

Lew will pull together information on the various Committees, subcommittee, etc. and their assignment.

#### OTHER DISCUSSION

Joyce mentioned the aptitude tests that we are presently using (Burger Aptitude Tests ) must be issued by a certified instructor. GTE will administer the test and assist in paying the cost which is \$45. each.

#### NEXT MEETING

1. The next ITAB Meeting is scheduled for Wednesday, November 26, 1997, in the Interpretive Center of the Secretary of State's office beginning at 8:30 a.m.

Lew Davison  
Chairman